

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. Post <b>Belmopan, Belize</b>		2. Agency <b>Department of State</b>		3a. Position Number <b>310901100019</b>
3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u><b>New Incumbent</b></u>				
5. Classification Action	Position Title and Series Code		Grade	Initials
a. Post Classification Authority <b>RHRO</b>	<b>Temporary Visa Clerk FSN-1415-05</b>		<b>05</b>	<b>04/20/2004</b>
b. Other				
c. Proposed by Initiating Office				
6. Post Title Position (if different from official title) <b>N/A</b>		7. Name of Employee <b>Vacant</b>		
8. Office/Section <b>Consular Section</b>		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed Name of Employee  _____ Signature of Employee Date(mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed Name of Supervisor  _____ Signature of Supervisor Date(mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Printed Name of Section Chief or Agency Head  _____ Signature of Section Chief or Agency Head Date(mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Management or Human Resources Officer  _____ Signature of Management or Human Resources Officer Date(mm-dd-yyyy)		
13. Basic Function Of Position To assist with clerical duties relating to visa processing and other consular services during the peak summer season. Incumbent performs clerical and related work pertaining to a limited range of visa services, including but not limited to: immigrant and non-immigrant visas and passport and citizenship services.				

14. Major Duties and Responsibilities

\_\_\_\_\_ % of Time

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary school is required.

b. Prior Work Experience

One year experience in office clerical work is required.

c. Post Entry Training

On-the-job training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III (Good working knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Good working knowledge of MS Word or equivalent is required.

f. Skills and Abilities

Must have good interpersonal skills, including the ability to remain collected and polite when dealing with difficult people. Must be able to work under continuous pressure. Ability to tactfully deal with the public is required. Typing speed of 25 words per minute is required. (This will be tested.)

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the NIV Vice-Consul. Working guidance supervision is provided by the NIV Visa Assistant. Incumbent may also receive instructions or guidance from the other Vice Consuls and the Consular Section Chief.

b. Supervision Exercised

None.

c. Available Guidelines

FAH, FAM, and Consular Application User Manuals.

d. Exercise of Judgment

Must demonstrate good judgment in determining appropriate processing of specific cases within established guidelines.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Daily contact with the general public, including visa applicants and Americans seeking assistance.

g. Time Expected to Reach Full Performance Level

One month.

## **14. Major Duties and Responsibilities (Continue)**

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **Non-Immigrant Visa Processing**

**60% OF THE TIME**

Incumbent provides assistance to the Consular Section by performing the following duties:

- Data-entry of applications and registrations;
- Processing non-immigrant visa applications and reviewing documents to assure acceptability and completeness;
- Filing and retrieval of case files;
- Scanning of Cat1 documents into the NIV application;
- Production of visas;
- Provides a variety of information on immigrant and non-immigrant visa inquiries to the public in person and by telephone. This includes those related to basic requirements and procedures for routine immigrant visa categories;
- Processes required clearances, U.S. affidavit(s) of citizenship, applications for U.S. passports (including renewals) and applications for Immigration and Naturalization Services (INS) transportation letters;
- Generation of correspondence, including cables and visa pass back;
- Processes related name-checks, performs data input, record keeping, and filing;
- Assists as needed in preparing immigrant visa cases for final processing.
- Assist the Visa Assistant in maintaining Immigrant Visa (IV) files and to dispatch packets to applicants whose priority date is current;
- Responsible for the preparation of issued passports;
- Maintains the Consular Section's chronological files on a daily basis and also assists with the data input of American citizen registrations;

#### **Clerical Duties**

**40% OF THE TIME**

Assists the various sections (NIV, IV and ACS) with general filing, data-entry, case production, drafting reports and correspondences.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.